



**Kathmandu Forestry College Public Limited**  
**Matathirtha, Kathmandu**

**Terms of Reference**

Kathmandu Forestry College (KAFCOL) Public Limited is a dynamic and expanding academic institution located in Chandragiri-8, Gairigaun, Kathmandu. Since its inception in 2005 the college has been offering B.Sc. Forestry program in affiliation with Tribhuvan University, Nepal. Additionally, since 2009, it has been running a Diploma in Forestry program in collaboration with the Council for Technical Education and Vocational Training (CTEVT), Government of Nepal.

In 2012, KAFCOL partnered with the University of Salzburg, Austria, to jointly offer an MSc in UNIGIS Program in Geographical Information Science and Systems (UNIGIS MSc). Furthermore, in 2015, the college launched a new M.Sc. Program in Natural Resources Management and Rural Development (MSc in NRM-RD) in affiliation with Tribhuvan University.

KAFCOL is also actively engaged in research and outreach projects focusing on biodiversity, forestry, and natural resources management. The college was established through a joint effort by the Nepal Agroforestry Foundation, a national NGO dedicated to promoting agroforestry, and a group of professionals in forestry and natural resource management.

The Board of Directors has recently approved a new organizational structure, which entails comprehensive institutional restructuring and necessitates a fresh recruitment process for all faculty and staff positions, including the principal.

**1. Position Details**

- 1.1 **Job Title:** Accounts Officer
- 1.1 **Effective Date:** Shrawan 01, 2083
- 1.2 **Reports To:** Operations Coordinator
- 1.3 **Duty Station:** Chandragiri-8, Gairigaun, Matatirtha, Kathmandu
- 1.4 **Duration:** 6 months of probation period. Initially for two years with possibility of extension.

**2. Role Overview**

The Accounts Officer is responsible for managing the institution's financial operations, including student fee management, accounting, payroll, budgeting, and statutory compliance. The role involves maintaining accurate financial records, budget tracing, processing staff salaries and vendor payments, and ensuring timely tax filings and audit support. The Accounts Officer prepares regular financial reports for management, coordinates with academic and administrative departments on financial matters, and contributes to strengthening financial controls, maintaining accounts, and data security to support effective decision-making.

### 3. Key Responsibilities

#### 3.1 Fee Management:

- Monitor student fee collection, issue receipts, and maintain accurate records.
- Follow up on outstanding dues and coordinate with the Academic Coordinator and Faculties for fee-related queries.

#### 3.2 Accounting & Bookkeeping:

- Maintain day-to-day financial records using accounting software.
- Record transactions, reconcile bank statements, and ensure ledger accuracy.

#### 3.3 Budgeting & Financial Planning:

- Assist in preparing annual budgets and forecasts.
- Monitor departmental spending against budget allocations.

#### 3.4 Payroll Processing:

- Calculate and process staff salaries, deductions, and benefits.
- Ensure timely disbursement and compliance with tax regulations.

#### 3.5 Vendor & Procurement Payments:

- Process payments for suppliers and service providers.
- Maintain documentation for purchases and ensure proper approvals.

#### 3.6 Tax & Statutory Compliance:

- Handle TDS, VAT, and other applicable taxes.
- Ensure timely filing of returns and adherence to government regulations.

#### 3.7 Audit Support:

- Prepare financial documents for internal and external audits.
- Address auditor queries and implement recommendations.

#### 3.8 Financial Reporting:

- Generate monthly, quarterly, and annual financial reports.
- Present financial summaries to management for decision-making.

#### 3.9 Interdepartmental Coordination:

- Support academic departments with financial queries and resource planning.

#### 3.10 Health, Safety, and Security

- The Accounts Officer supports the operations Coordinator in maintaining a safe, clean, and well-managed campus environment by promoting respect for KAFCOL property, ensuring health and safety standards, and managing visitor access.

### 4. Person Specification

#### 4.1 Education and Qualifications

- A bachelor's degree in relevant fields such as bachelor's in commerce/business studies/ Business administration, Chartered Accountant, or other related disciplines appropriate to the responsibilities of this position.

#### 4.2 Experience and Competencies

- At least two years of relevant experience in accounting and finance in recognized colleges, universities, or related institutions.
- Proficient in using accounting software to maintain financial records and produce efficient reporting.
- Strong interpersonal skills, including listening, communication, coordination, collaboration, and influencing.
- Highly proficient in MS Office applications, particularly Microsoft Excel, for effective financial data management and analysis.

#### 4.3 Language Proficiency

- Excellent written and verbal communication skills in both English and Nepali.

#### 4.4 Age Requirement

- Candidates must not exceed 61 years of age at the time of application, considering the mandatory retirement age of 63 years.

### 5. Selection Criteria

#### 5.1 PowerPoint Presentation: 50 Marks

The Recruitment panel provides a case for the shortlisted candidates needs to attend written test of account management and make a presentation. The candidate's presentation will be assessed based on: (a) Periodical Financial Reporting, (b) Compliances, and (c) Liquidity management.

#### 5.2 Interview and Presentation: 50 Marks

After the PowerPoint presentation, the candidate will proceed to the interview stage. During the interview, the candidate will be evaluated based on the following criteria: (a) Technical knowledge, (b) Professional experience and skills, (c) Personal attributes and core competencies.